

***Do NOT Leave
Vaccine Deliveries
Unattended!***

When deliveries arrive, check each package to determine if it is a perishable vaccine delivery!

**FOR PACKAGES REQUIRING
REFRIGERATION:
IMMEDIATELY**

**Contact the person responsible for receiving
and storing vaccine.**

Know who the back up person to receive vaccine is, and contact them if the primary is not available.

**Contact In Person Only
(do not leave voice mail or e-mail!)**

1. _____

2. _____

3. _____

**Include names and phone numbers.
Update anytime staff changes**

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Vaccine Receiving ✓ List

- ✓ temperature, expiration date, and condition of each package.
 - ☐ Is temperate in range
 - ☐ Is expiration date at least 6 months from today's date
 - ☐ Are packages undamaged with no leakage
- ✓ the shipment to make sure vaccine received matches the invoice
 - ☐ Do number of doses of each antigen match
 - ☐ Do expiration dates match
 - ☐ Do lot numbers match
- ✓ vaccine and choose proper storage
 - ☐ Store frozen vaccine (Varicella, MMRV, FluMist, etc.) in the freezer
 - ☐ Store all non-frozen vaccine in the refrigerator
 - ☐ Are freezer and refrigerator temperatures correct?
The freezer compartment should maintain temperatures at or below -15°C (5°F).
The refrigerator compartment should maintain temperatures between 2° - 8° C. (35° - 46° F.).
- ✓ refrigerator and freezer stock and rotate it appropriately
 - ☐ Place vaccine with shortest expiration date in front (date closest to today's date)
 - ☐ Place vaccine with longest expiration date in back (date furthest from today's date)

Problems with your order?
Questions about vaccine storage?

✓ with your local health department

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